



## College of The Albemarle Procedure

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**Title: Adverse Weather-Emergencies**

**Related Policy: Policy 3.2.11 Adverse Weather-Emergency Closings**

**Division of Responsibility: Human Resources**

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Every effort will be made to make announcements regarding adverse weather/emergency closings as early as possible. Announcements impacting day classes will be made by 6:00 a.m. or earlier if possible. Announcements about evening classes will be made by 2:00 p.m.

Following the Inclement Weather Emergency Procedures, the president, in consultation with the vice president of Business and Administrative Services, vice president of Learning, and President's Leadership Team (as needed), will make a closure determination, giving priority to employee and student safety. Local area road conditions and school system closures within the seven (7) county service area are factored into consideration along with individual campus conditions when making the decision to delay or close operations. However, the conditions surrounding a decision as to whether College of The Albemarle will operate are not the same conditions surrounding a decision concerning operation of the public-school systems. If the president is unavailable, decision making authority may be delegated.

During an official College closure, employee access to facilities will be determined by the president or designee based on safety, operational necessity, and essential employee designation. Based on an evaluation of safety conditions, the closure announcement may include whether College employees are allowed access to facilities during the closure, and any limitations that apply. When the College remains open for business but is unable to make it to the designated worksite, the employee must coordinate with their supervisor as soon as practicable to determine appropriate leave usage, remote work options, or making up the missed time.

### **A. Use of Leave**

1. If the president closes the College as a result of adverse weather or emergency conditions, no employees will be required to take any leave.
2. Essential employees (i.e., security, grounds, maintenance, etc.) who are required to work on closed days will be provided with comparable time-off at a later date, subject to supervisor approval and operational needs.
3. If the College is open but the employee believes they cannot make it to the designated work site safely, the employee will be required to do one of the following:
  - a. Make-up the time on a schedule approved by the employee's immediate supervisor, if feasible;
  - b. Use applicable paid leave ( annual, bonus or compensatory leave); or



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- c. Be subject to payroll deduction for time not worked.

Make-up time must be completed within the same fiscal year unless otherwise approved by Human Resources before the end of the fiscal year.

### B. Employee Pay Status

- 1. Pay during weather-related closures is not guaranteed and will be determined by the president or designee in accordance with applicable state and federal law. Non-exempt employees will be paid only for hours worked unless otherwise authorized. Exempt employees will be paid in accordance with salary-basis requirements.

Definitions and sections addressing instructional delivery, academic scheduling, dual enrollment, student attendance, student communications, and media notifications, campus operations, or student attendance are governed by separate policy and procedure under Administrative Services and are not addressed in this procedure.

Cross Reference: Procedure 2.1.11.1

Legal references: Fair Labor Standards Act, 29 U.S.C. § 201 et seq.; 29 C.F.R. Parts 541 and 785  
North Carolina Wage and Hour Act; N.C. Gen. Stat. § 95-25.1 et seq.; N.C. Gen. Stat. §§ 115D-5, 115D-20;  
1C SBCCC 200.1; 1C SBCCC 400.3; North Carolina Office of State Human Resources guidance issued pursuant to N.C. Gen. Stat. §§ 126-4 and 126-5;

June 13, 2023

February 16, 2026

February 16, 2026

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**Date Approved by President's Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**